

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ASSOCIATE PROPERTY AGENT - 1228

DEFINITION:

Under direction, to perform varied and difficult property appraisals, acquisition, sales, leasing, or property management work; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Negotiates the acquisition of rights-of-way and agreements for the purchase, use, sale, lease, or exchange of real property and property rights;
- Appraises real property;
- Arranges for and reviews fee and staff appraisals and reviews appraisals submitted to the City by other agencies;
- Determines proper rental rates and lease terms;
- Negotiates and prepares leases and rental agreements;
- Negotiates the acquisition of right-of-way and easement agreements for purchase or exchange;
- Draws and interprets legal documents;
- Examines title claims and clears titles;
- Examines property to be acquired, sold, appraised, or leased;
- Recommends condemnation proceedings;
- Arranges for removal of structures from rights-of-way;
- Inspects City-owned property to insure compliance with contract conditions and regulations;
- Assists in providing relocation services to individuals or businesses displaced by City-sponsored activities;
- Arranges for repair and maintenance of rented property to the extent of City obligations;
- Provides information to the public;
- Assists in training Property Agents;
- Conducts property investigations and prepares reports and recommendations.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

College graduation with a Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter), **AND** two years of full-time commercial real

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

property experience in at least one of the following areas: appraisal/valuation; acquisitions and disposition; relocation and right-of-way; property and/or asset management; commercial marketing and sales/leasing; or commercial real estate brokerage. Possession of a valid California Class C Driver's License.